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**Multi-Classroom Leader Action Planner**

***A through-the-year checklist to help you succeed***

**Spring (March–June)**

**Communication**

[ ] Communicate with team about progress this year & plans for next year. Use clear, consistent messages with team, students, & parents about how Opportunity Culture has benefitted each group, & where changes are still needed.

[ ] Celebrate additional successes/progress with team, students, & parents to continue the momentum!

**Leading a Team**

[ ]  **Launch & lead:** Follow action plan, schedule, [agendas](https://www.opportunityculture.org/wp-content/uploads/2023/09/MCL_Team_Meeting_Sample_Agendas-Public_Impact.docx) for team’s work; review, adjust vision, goals, roles, steps as needed.

[ ]  **Build cohesion:** Continue to build relationships, collaborate, address challenges, & celebrate success.

[ ]  **Support & develop:** Continue as planned to co-teach, model, coach, observe, & give feedback.

* + - Hold continued 1-on-1 coaching meetings with each teacher; continue to give feedback frequently.
		- Ensure feedback continues to be given consistently & promptly.
		- Continue to execute [development plans](https://opportunityculture.org/wp-content/uploads/2015/08/Development_Planner.docx) for team teachers; & to ensure attendance at key trainings.
	+ Focus more on teachers not yet achieving excellent outcomes consistently as final assessments approach.
	+ With principal, identify teachers ready to advance in an OC; identify summer trainings needed for all.

[ ]  **Manage yourself:**

* Ask for regular development on leadership, coaching, & instructional skills; attend MCL PD sessions.
* Request formal feedback (such as a survey) on your team leadership from team at end of year.
* Add available MCL summer training to calendar; consider offering to help the OC district lead plan trainings.
* Attend meetings of instructional team of leaders & MCL team; give feedback to strengthen meetings, as needed.

**Achieving Instructional Excellence**. *See* [Instructional Excellence Summary](https://opportunityculture.org/wp-content/uploads/2016/12/Instructional_Excellence_Summary-Public_Impact.pdf) and [web pages](https://opportunityculture.org/instructional-leadership-and-excellence/) *for detail.* ***Continue*** *to:*

[ ]  **Plan ahead & raise sights:** Continue planning high-standards, differentiation-ready lessons, & assessments.

* Schedule team teachers ongoing to complete, edit, or prepare high-standards, differentiated lesson plans.
* Continue improving instructional methods for team to use, conducting research as needed during the year.

[ ]  **Connect with students & families to cultivate a culture of learning:** Use strong bonds to motivate.

* Continue to repeat vision that all students can succeed; build individual relationships; share student learning information with students & families; & motivate everyone to do their best with positive communications.

[ ]  **Establish superior classroom leadership:** Set and follow teamwide routines to focus students on learning.

* Guide team to lead classrooms with a firm yet warm presence; follow norms for student & teacher interactions; follow a behavior management cycle; & use positive systems highlighting exemplary behavior.

[ ]  **Execute rigorous, personalized lessons for mastery & growth:** Engage students with ambitious learning goals, instruction for high growth and higher-order thinking, & personalization. Use digital learning wisely.

* Guide team to aim for ambitious learning goals for each class *and* individual student; engage students deeply.
* Teach lessons aligned with curriculum *and* student needs (“personalized” assignments & student choice).

[ ]  **Monitor student learning data during year:** Assess frequently for mastery & growth; capture data.

* Ensure that team gives planned lesson & unit assessments, with daily in-class checks for understanding.
* Track multiple data points (work review, observation, student view); summarize student mastery & growth.
* Continue to delegate some data leadership, adding harder planning tasks to develop teachers who excel.

[ ]  **Adjust instruction to meet each student’s needs:** Adjust teaching methods, work difficulty, & assignments.

* Lead analysis of student data to identify individual & class needs—patterns, trends, & root causes of learning.
* Collaborate with team to improve instruction fast for mastery & growth; research interventions as needed.

🞎 Regroup students 🞎 Reorganize instructional time usage

🞎 Coach or co-teach with team teachers 🞎 Reteach specific lessons as needed according to data

🞎 Change assignments to individualize 🞎 Give advanced work to students easily achieving mastery

[ ]  **Share data with students & families about student growth vs. goals** students help set: Engage students!

* Ensure that team continues leading students to set own goals, track growth, & make choices to meet goals.

**Improving with Data.** *Lead team to:*

[ ] Review all steps above and identify changes needed; discard actions not leading to improved student learning.

***Begin Planning for Next Year.***

[ ] Set goals for next year: high annual learning standards & growth goals up to & well beyond standards, aligned with school vision & goals.

***Instructional Excellence Planning****. See* [Instructional Excellence Summary](https://opportunityculture.org/wp-content/uploads/2016/12/Instructional_Excellence_Summary-Public_Impact.pdf) and [web pages](https://opportunityculture.org/instructional-leadership-and-excellence/) *for more detail.* Work with your team, if possible, to establish a plan & routines for your team for next year in the following areas, aligned with school plans:

[ ]  **Plan ahead & raise sights:** Plan high-standards, differentiation-ready curriculum, lessons, & interim assessments.

* Set team interim standards & growth targets, aligned with annual goals & with school across grades/levels.
* Choose engaging instructional methods with differentiation options; conduct research to improve each year.

[ ]  **Connect with students & families to cultivate a culture of learning:** Use strong bonds to motivate.

* Plan to: communicate vision that all students can succeed; build individual relationships; share student learning information; & motivate everyone to do their best with positive communications.

[ ]  **Establish superior classroom leadership:** Set & follow teamwide routines to focus students on learning.

* Plan to help team: lead classrooms with a firm yet warm presence; set norms for student & teacher interactions; follow a behavior management cycle; & use positive systems highlighting exemplary behavior.

[ ]  **Execute rigorous, personalized lessons for mastery & growth:** Engage students with ambitious learning goals, instruction for high growth and higher-order thinking, & personalization. Use digital learning wisely.

* Plan to: set ambitious learning goals for each class *and* individual student; prepare lessons aligned with curriculum *and* student needs (“personalization”); & engage students deeply in learning.

[ ]  **Monitor student learning data during year:** Assess frequently for mastery & growth; capture data.

* Plan to: assess learning at start of year; give assessments aligned to each lesson, unit, & annual goal; track data efficiently; collect multiple data points; generate reports; & analyze data for individual & class needs.

[ ]  **Adjust instruction to meet each student’s needs:** Adjust teaching methods, work difficulty, & assignments.

* Plan to: Collaborate with team to improve instruction rapidly for mastery & growth; & research additional interventions aligned to each student’s need as needed.

[ ]  **Share data with students & families about student growth vs. goals** students help set: Engage students!

* Plan to: continuously lead students to set own goals, track own growth, & make choices to meet goals.

**See** [Summer](https://www.opportunityculture.org/wp-content/uploads/2016/12/Action_Planner_for_MCLs_in_OC_Schools_Summer-Public_Impact.docx) **list** to continue this work and anticipate activities and schedule them in advance.

**Spring (March–June)**

***Notes and Additional Tasks***

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| **Additional Task To Do or Ask Others To Do** | **By Whom** | **By When** | **Notes / Resources** |
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Other notes: